

# The City of



# Green Park

February 20, 2014

Dear Consultant:

The City of Green Park is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than ten (10) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with City of Green Park. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 3:00 pm, March 14, 2014 at City of Green Park City Hall, 11100 Mueller Road, Suite 6, Green Park, MO 63123.

Sincerely,

Zella Pope, MRCC  
City Administrator/City Clerk

Attachment

<b>Green Park, MO</b>	<b>Old Green Park Road</b>
Federal Aid No:	STP-5401 (681)
Location:	Old Green Park Road
Proposed Improvement:	Mill and Overlay with limited base repair, as necessary
Length:	1,635 feet
Approximate Construction Cost:	\$280,000
DBE Goal Determination:	0%
Consultant Services Required:	<p><b>Roadway</b> The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection</b> Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	Zella Pope 11100 Mueller Road, Suite 6 Green Park, MO 63123 314-894-7336 <a href="mailto:zpope@cityofgreenpark.com">zpope@cityofgreenpark.com</a>
Deadline:	<b>3:00 pm, Friday, March 14, 2014</b>
<ul style="list-style-type: none"> <li>Submit: Letter of interest should not exceed ten (10) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	<u>30</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points